



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7000

Rhonda C. Royals
Building Official

ITINERANT VENDOR APPLICATION

** For Official Use Only **			
Application No.	_____ - SP - _____	Date Received:	_____
Review Fee:	\$50.00	Receipt No.:	_____
Zoning District:	_____	FLUM Designation:	_____

In an effort to efficiently permit new itinerant small businesses, please fill out this application designed for review of the site for safety and code compliance. This is not a review for signage or building permits. You must also obtain any necessary approval and permits from the Building and Code Enforcement Departments before opening your business. Upon approval from this Department, you must submit the approved site plans to the Building Inspection Department.

I. INSTRUCTIONS:

1. Fill out the application completely. Submit a copy of the site plan to the Community Planning, Zoning and Development Division. Failure to submit all required drawings with correct information will result in a delay of approval.
2. The Community Planning, Zoning, and Development Division has ten (10) working days to review the application and site plan.
3. Itinerant vendor site plan approval does not constitute tree removal permit of any kind.

The approved site plan is contingent upon your receipt of all other applicable regulatory agencies permits and approvals

<u>Property Owner</u>	Property Owner Name: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
<u>Applicant</u>	<input type="checkbox"/> Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue development approvals. Company: _____ Contact Name: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
<u>Project Information</u>	Parcel ID Number(s): _____ -OR- Street Address of property for which the minor subdivision approval is requested: _____ _____
<u>Vendor Information</u>	Vendor's Name: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____

II. ATTACHMENTS:

1. Provide an original letter from the property owner stating his/her knowledge and approval of this project.
2. Site plans shall provide a vicinity map, address, and show the location of existing easements and rights-of-way.
3. Location of building with front, rear and side setbacks according to the Santa Rosa County Land Development Code. Indicate the building façade and entrance locations, and proposed building height.
4. Location of any fences or other screening devices and dumpsters. All dumpsters are to be screened from public rights of way. Reference Article 7 of the Santa Rosa County Land Development Code.
5. Location and general character of all existing curb cuts, driveways, or parking areas. Label the number of proposed parking spaces and provide dimensions (9'x18' standard). All required parking spaces are to be clearly designated with wheel stops.
6. Location of proposed signs. (SEPARATE APPLICATION REQUIRED – BUILDING DEPARTMENT (850) 981-7000)
7. Provide deed or documentation to indicate when subject property was recorded if required by planning staff.